

~~CONFIDENTIAL~~

Chief, Management Staff

24 February 1956

Chief, Records Management Staff

Weekly Report - Week Ending 23 February 1956

1. The Chief of [redacted] has advised us that they 25X1A8a plan to move a total of 8,000 cubic feet of inactive DD/P records to the Center during the calendar year 1956, and by the end of 1958, they expect to have a total of 12,000 cubic feet at the Records Center. This is more than double their original estimate. Necessary arrangements are being made to take care of these requirements.

2. A records disposition survey began this week in the immediate office of the DD/S.

3. The cable secretariat has completed a test of an improved master carbon for the reproduction of cables which will provide a considerable improvement over the present one by eliminating the purple smudge which had a tendency to rub off on clothing and work papers.

4. The periodic step increase certification form which has been in process of revision for some time has been referred to Mr. [redacted] for his use in conjunction with the survey of personnel procedures.

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